

Iowa Balance of State Continuum of Care (CoC)
2016 CoC Renewal Project Application Plan

Final Proposed Version Submitted to the Iowa Council on Homelessness
for Review on May 20, 2016

Comments Received

On behalf of the Iowa Council on Homelessness, the Iowa Finance Authority invited comments on the initial DRAFT 2016 CoC Renewal Project Application Plan. Comments were submitted by Friday, May 6, 2016. This final proposed version is updated per the comments received and the ensuring further consideration of the Continuum of Care Committee of the Iowa Council on Homelessness.

This document will become final ONLY IF approved by the Iowa Council on Homelessness. The council is scheduled to review this document on May 20, 2016. If approved, the Part 1: 2016 Renewal Project Narrative and Most Recent APR will be due by Friday, June 24, 2016.

Introduction

The Iowa Balance of State Continuum of Care (CoC) will be requesting 2016 Project Applications for Renewal Projects.

The Continuum of Care (CoC) Program: This is a competitive program of the U.S. Department of Housing and Urban Development (HUD). CoC Program information from HUD can be found at this link: <https://www.onecpd.info/coc/>.

The 2016 CoC Competition: HUD structures the CoC competition so that communities (called Continuums of Care or CoCs) typically apply for the program through one large annual Consolidated Application, made up of many components. Within this larger Consolidated Application, all individual CoC projects also submit Renewal or New Project Applications.

The Iowa Balance of State CoC: In Iowa, the Balance of State CoC includes most of the state, with the exception of Polk, Woodbury, and Pottawattamie Counties. The decision-making body for the Iowa Balance of State CoC is the Iowa Council on Homelessness; the Continuum of Care Committee of the council leads the application process. Any CoC project applicant within the Balance of State must submit their application for review by the Continuum of Care Committee and the council; the council then votes on the entire CoC Project Rankings and any related materials to submit to HUD. During this process, the Iowa Finance Authority provides administrative support, including submitting the final approved application materials and project rankings to HUD.

Resources: Application resources and materials will be posted to this page, as they are available: <http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>.

Contact Information for Iowa Balance of State CoC Competition:

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2016 Renewal Application Process

Application Requirements: Renewal Project Applicants must complete and submit the following:

- **Part 1: 2016 Project Narrative and Most Recent APR**
 - Submit by email to amber.lewis@iowa.gov.
 - **Deadline: Friday, June 24th, 2016**
- **Part 2: 2016 Project Application in HUD's online E-snaps system:**
 - <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources>
 - **Deadline: TBD, based on when HUD opens the competition.**
- **Part 3: Other Attachments**
 - HUD Form 2991: Certificates of Consistency with the Consolidated Plan
 - Leveraging Letters
 - Other
 - **Deadline: TBD, depending on final details when HUD opens the competition.**

Application Reviews: Project Applications will be reviewed first by the Continuum of Care Committee at a meeting tentatively scheduled for Tuesday, July 12, 2016, at 9:00 a.m. at the Iowa Finance Authority, 2015 Grand Avenue, Des Moines, 50312. Recommendations for Project Application scoring and ranking will be made at a meeting of this committee; resources for this meeting will be available in advance on this page online:

<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/95>). The Iowa Council on Homelessness will vote on these recommendations at their regularly-scheduled meeting on Friday, July 15, 2016. This meeting is an open, public meeting, and anyone can join in one of three ways: in person at the Iowa Finance Authority, 2015 Grand Avenue, Des Moines, Iowa, 50312; by conference call at (866) 685-1580, code 515-725-4942; or at one of several ICN

locations around the state, with locations published online in advance of the meeting on this page: <http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/165>.

Voluntary Reallocations: HUD encourages communities to analyze their portfolio of grants to determine if there is the right mix of housing and services and whether funding for some projects, in whole or in part, should be reallocated to make resources available for new efforts. More information is available from HUD's 2014 "Letter from Ann Oliva to Grant Recipients, CoC Leaders, and Stakeholders:" <https://www.hudexchange.info/resources/documents/letter-from-ann-oliva-to-grant-recipients-coc-leaders-and-stakeholders-fy-2014.pdf>.

We assume HUD will follow a similar process for reallocation in 2016, encouraging voluntary reallocations. This means that instead of submitting a renewal application to continue with a current project, an applicant could choose to submit a new project instead, with the same amount of funds that would have been otherwise available for their renewal project. In some cases, it could even be for a higher amount of funds. There are likely to be two new project types that HUD would allow in this situation: Permanent Supportive Housing for the Chronically Homeless; or Rapid Rehousing.

Renewal project applicants may submit an initial application for scoring. Based on the score and ranking approved by the Iowa Council on Homelessness, renewal applicants may choose to resubmit their application as a voluntary reallocation to a new type of project, according to HUD's final rules published with the NOFA. Any new projects submitted in this way will be re-scored, which may result in a change of rankings for all projects.

Appeals Process: The CoC's Appeals Process was updated in 2016 by the CoC Committee; the full council is scheduled to vote on the updated process at the council's meeting on May 20, 2016. The Appeals Process will be posted to this page: <http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>.

Notice of Public Posting: Project Narratives will be posted online for review. Project Applicants should ensure that no confidential information is submitted which cannot be posted publicly.

2016 Renewal Project Application Timeline

Wednesday, April 20, 2016: DRAFT 2016 CoC Renewal Project Competition Plan released for stakeholder comment.

Friday, May 6th, 2016: Comments due.

Tuesday, May 10th, 2016: CoC Committee meets at 10:30 a.m. at the Iowa Finance Authority to review comments and recommend updates for a final 2016 CoC Renewal Project Competition Plan.

Friday, May 20th, 2016: Iowa Council on Homelessness meeting; council votes on 2016 CoC Renewal Project Competition Plan; the competition opens this day if approved.

Friday, June 24th, 2016: CoC Renewal Project Applications due. Applicants' most recent APRs must also be submitted to the Iowa Finance Authority by this date, if not done already.

Tuesday, July 12th, 2016: CoC Committee members have scored applications independently; committee meets at 9:00 a.m. at the Iowa Finance Authority to discuss scoring and recommend rankings.

Friday, July 15th, 2016: Iowa Council on Homelessness meeting: Council reviews and votes on renewal project scoring and rankings.

Appeals Policy followed as applicable, dates of meetings TBD.

Voluntary Reallocation/New Project Applications, date TBD, based on HUD NOFA:
Voluntary reallocation applications due from any renewal applicants that wish to submit as new projects for re-scoring.

Additional dates TBD: Additional items will be added to the timeline as they are available, mostly based on HUD's NOFA.

2016 Project Scoring, Ranking, and Funding

The process for project funding based on ranking consists of the following:

- Renewal projects will be scored and ranked according to the information in this application.
- Other aspects of funding will be decided after HUD provides details on the funding available for this competition, with consideration for comments submitted by stakeholders.
- New reallocated projects awarded during the federal FY 2015 funding cycle will be exempt from submitting the Project Narrative contained in the document. They will instead be automatically ranked at the top of Tier 1, in the order they were initially ranked in the Priority Rankings submitted to HUD in 2015, as follows:
 - Shelter House Rapid Rehousing Services
 - Humility of Mary Shelter PSH for Chronically Homeless
 - Hawkeye Area Community Action Program Housing First
 - Cedar Valley Friends of the Family Rapid Rehousing Initiative of North Iowa
- Additional points to project applicants for leverage may be added in later on, after the Notice of Funding Availability (NOFA) has been released. This could change the final ranking.

2016 Renewal Project Narrative

INSTRUCTIONS (3 points for following application instructions)

Answer the questions below. Submit the 2016 Renewal Project Narrative by email to amber.lewis@iowa.gov by Friday, June 24th, 2016. Please only include this project narrative, not the introductory plan items on pages 1-4 of this document. Please be concise in your responses. Using 12-point font, one-inch margins, and single-spacing, most responses should be no more than 1/2-page.

HMIS Project Applicants, answer Questions 1 and 2, then skip to Question 13 and continue through Question 21. All other Renewal Project Applicants, answer Questions 1 – 20.

Points possible: 100

APPLICANT NAME AND LOCATION

Organization Name:

Project Name:

Project Name as it is listed on the Housing Inventory Chart (HIC):

Type of Project (PSH, RRH, TH, SSO, HMIS):

Federal DUNS Number:

Address:

Contact Person:

E-mail & Phone:

Secondary Contact Person:

Email & phone:

Is your organization registered in the federal System for Award Management (SAM)?

AGENCY AND PROJECT SUMMARY (3 points)

- 1) Provide a brief introduction to your agency. **(1 point)**
- 2) Provide a description that addresses the entire scope of the proposed project. **(2 points)**

CONTINUUM OF CARE PARTICIPATION (10 points)

- 3) Annual Performance Report (APR) Submission:
 - a. What is your project's operating year end date? _____
 - b. APRs are due to HUD 90 days after the end of a project's operating year. On what date did you submit your most recently completed APR to HUD? _____

- c. On what date did you forward a copy of your APR to the Iowa Finance Authority? _____
 - d. Did your project meet the 90 day requirement? _____ If an extension was granted, describe this. **(2 points if within 90 days or an acceptable extension granted; no points if not)**
- 4) Local Collaboration: How does your local region plan and collaborate together regarding homelessness? If your local region has an organized planning group, what is it called? How does your agency participate? **(3 points)**
- 5) Has any representative of your program been an active participant in the Iowa Council on Homelessness? *(Note that anyone can participate in council meetings even if not a voting member.)* Briefly describe. **(3 points)**
- 6) Has any representative of your program been an active participant in Iowa Council on Homelessness committees and working groups? Briefly explain. **(2 points)**

BUDGET AND CAPACITY (14 points)

- 7) HUD Grant Monitoring: Check the box to describe any HUD CoC Project monitoring results during the current program year and the previous two program years (select only ONE option): **(2 points)**
- ☐ No monitoring visits from HUD **(2 points);**
 - ☐ Monitoring visit(s) from HUD with no findings or concerns **(2 points);**
 - ☐ Monitoring visit(s) from HUD with fewer than three findings or concerns, all of which have been resolved in the time requested by HUD **(1 point);**
 - ☐ Monitoring visit(s) from HUD with more than three findings or concerns, and/or findings or concerns that were not resolved in the time requested by HUD **(no points).**
- 8) Will the amount requested for Administration Costs in the E-snaps Project Application be less than or equal to 7% (or the amount listed on the GIW)? Yes/No (circle) **(1 point for “yes”; no point for “no”)**
- 9) Is your agency drawing down CoC funds from HUD at least quarterly? Yes/No (circle) **(1 point for “yes”; no point for “no”)**
- 10) Spending history: Provide your project’s spending history as follows. All information should reflect the most recently-completed operating year for which an APR has been submitted: **(10 points)**
- a. Project operating year end date: _____
 - b. Amount of grant: _____
 - c. Total funds expended: _____
 - d. Funds remaining (unexpended funds): _____

- e. Unexpended funds percentage (d) / (b): _____ (10 points if no funds are unexpended; 9 points if up to 1% of funds are unexpended; 8 points if up to 2% of funds are unexpended; 7 points if up to 3% of funds are unexpended, and so forth down to zero points if 10% or more of funds are unexpended)

PRIORITIZATION: PROJECT TYPE, CHRONICALLY HOMELESS, LITERALLY HOMELESS, & HOUSING FIRST (34 points)

11) Indicate the project type. Select only **ONE** (this should match your earlier project type indicated). (9 points)

- ☐ Permanent Supportive Housing (9 points)
- ☐ Rapid Rehousing (9 points)
- ☐ Transitional Housing for DV, youth, or substance abuse (4 points)
- ☐ Transitional Housing for the general homeless population (no points)
- ☐ Supportive Services Only (no points)

The Iowa Balance of State CoC has adopted HUD CPD 14-012, Notice on Prioritizing Persons Experiencing Chronic Homelessness in PSH:

<https://www.hudexchange.info/resource/3897/notice-cpd-14-012-prioritizing-persons-experiencing-chronic-homelessness-in-psh-and-recordkeeping-requirements/>. For PSH projects, also note that the Iowa Council on Homelessness voted in 2015 to require all PSH projects to prioritize all beds available through turnover to the chronically homeless.

12) Open the 2016 Housing Inventory Chart (HIC) for the Iowa Balance of State; this will be available online here when the competition has opened: (2 points)

<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>, in the section for the 2016 Competition. (If your project is not listed in the HIC, explain why not.)

- a. Which row on the HIC lists your project? _____
- b. How many total beds are listed for your project (Column U)? ____
- c. How many total beds are committed to chronically homeless (Column L) ____
- d. What is HIC utilization rate (Column V) _____

13) Answer the following as applicable (answer only (a) OR (b)): (3 points)

a. PSH projects:

- i. Given the answers to the above question, what is your project's percentage of beds committed to the chronically homeless? (1 point)
- ii. How many beds does your project anticipate being made available through turnover in the upcoming grant year? (1 point)
- iii. How many beds made available through turnover is your project committing to chronically homeless in the upcoming grant year (should be 100%)? (1 point)

b. For non-PSH projects:

- i. What specific steps is your agency taking to increase the number of PSH beds for the chronically homeless in your community? (3 points)

As a second priority population for CoC programs, HUD encourages communities to serve adults, youth, and families who are unsheltered and those accessing emergency shelter, before serving persons experiencing other forms of homelessness.

- 14) Prioritizing those who are unsheltered or accessing emergency shelter: **(10 points)**
- Based on your most recently submitted program year APR, what is the total number of participants that entered your program? _____ **(1 point)**
 - Based on your most recently submitted program year APR, how many participants entered the program as unsheltered or from an emergency shelter? _____ **(1 point)**
 - Based on your responses above, what is the percentage of participants that entered your program unsheltered or from emergency shelter (b/a)? _____ **(8 points for 100%; 7 points for higher than 95%; 6 points for higher than 90%; 5 points for higher than 85%; 4 points for higher than 80%; no points for lower than 80%)**

HUD encourages programs to follow Housing First practices. The U.S. Interagency Council on Homelessness and HUD offer several resources regarding Housing First:

- Housing First/Rapid Rehousing Webinar:*
http://usich.gov/media_center/videos_and_webinars/hud-and-usich-core-principles-of-housing-first-and-rapid-re-housing-webinar.
- Housing First Checklist:*
http://usich.gov/usich_resources/fact_sheets/the_housing_first_checklist_a_practical_tool_for_assessing_housing_first_in.
- HUD's SNAPS In Focus, "Why Housing First:"*
<https://www.hudexchange.info/news/snaps-in-focus-why-housing-first/>.

- 15) (a) Has the project removed the following barriers to accessing housing and services? Check the box next to each item to confirm that your project has removed (or never had) barriers to program access related to each of the following (select all that apply): **(10 points total)**

- ☐ Having too little or little income (all projects should check this; the Iowa Council on Homelessness voted in 2015 to prohibit CoC-funded projects from screening applicants out due to too little or no income); **(1 point)**
- ☐ Active or history of substance abuse; **(1 point)**
- ☐ Having a criminal record with exceptions for state-mandated restrictions; **(1 point)**
- ☐ Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement). **(1 point)**
- ☐ None of the above (click this if all of these barriers still exist). **(no points)**

(b) Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply. **Please also attach a copy of the**

project's termination/appeals policy; no points may be awarded in this section if the policy is not included, or if the policy includes contradictory information.

- ☐ Failure to participate in supportive services; **(1 point)**
- ☐ Failure to make progress on a service plan; **(1 point)**
- ☐ Loss of income or failure to improve income; **(1 point)**
- ☐ Being a victim of domestic violence; **(1 point)** or
- ☐ Any other activity not covered in a lease agreement typically found in the project's geographic area. **(1 point)**

(c) Verify that the project's termination policy clearly matches with the responses above. **(1 point for Yes; no point for No)** Yes/No

PERFORMANCE (36 points)

In July 2014, HUD released "Systems Performance Measures: An introductory guide to understanding system-level performance measurement." The guide can be found at this link: <https://www.hudexchange.info/resources/documents/System-Performance-Measures-Introductory-Guide.pdf>.

Two measures determined by HUD to be key in permanently exiting homelessness are:

- ***The percentage of adults who obtain or increase employment or non-employment cash income over time.***
- ***The percentage of participants who obtain or increase non-cash mainstream benefits.***

16) Identify whether the project includes the following activities: **(10 points)**

- ☐ Transportation assistance is provided to clients to attend mainstream benefit appointments, employment training, or jobs? **(2 points)**
- ☐ Use of a single application form for four or more mainstream programs? **(2 points)**
- ☐ At least annual follow-ups with participants to ensure mainstream benefits are received and renewed? **(2 points)**
- ☐ Project participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency? **(2 points)**
- ☐ The staff person providing the technical assistance completed SOAR training in the past 24 months? **(2 points)**

17) For all supportive services available to participants, indicate who will provide them, how they will be accessed, and how often they will be provided: **(10 points)**

Assessment of Service Needs

-- select --	-- select --
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Assistance with Moving Costs

-- select --	-- select --
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Case Management	-- select --	-- select --
Child Care	-- select --	-- select --
Education Services	-- select --	-- select --
Employment Assistance and Job Training	-- select --	-- select --
Food	-- select --	-- select --
Housing Search and Counseling Services	-- select --	-- select --
Legal Services	-- select --	-- select --
Life Skills Training	-- select --	-- select --
Mental Health Services	-- select --	-- select --
Outpatient Health Services	-- select --	-- select --
Outreach Services	-- select --	-- select --
Substance Abuse Treatment Services	-- select --	-- select --
Transportation	-- select --	-- select --
Utility Deposits	-- select --	-- select --

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18) Outcomes and costs per outcome. Complete the following chart as applicable. (16 points)

For Permanent Supportive Housing, Transitional Housing, or Supportive Services Only projects:

Services provided by the project, including any unique characteristics of population served.	Total annual cost of providing these services (total project budget).	Amount of annual CoC funds requested for these services.	Describe/define a unit of service. Include whether a unit is an individual or household and indicate a measurable outcome (i.e., one person assessed and provided a supportive housing unit with services).	Number of individuals/ households who exit to or maintain permanent housing through the project (total funding).	Number of individuals/ households who exit to or maintain permanent housing with the CoC funds.	Method used to determine costs described. Include any indirect costs and how those were calculated.	Method used to determine exits to permanent housing.

For Rapid Rehousing projects:

Services provided by the project, including any unique characteristics of population served.	Total annual cost of providing these services (total project budget).	Amount of annual CoC funds requested for these services.	Describe/define a unit of service. Include a measurable outcome (i.e., one episode of one month's rent provided)	Number of individuals/ families served using all funds who maintain housing for at least three months after exit.	Number of individuals/ families served using CoC funds who maintain housing for at least three months after exit.	Method used to determine costs described. Include any indirect costs and how those were calculated.	Method used to verify housing status three months after exit.

HMIS PROJECTS ONLY (70 points; in lieu of Questions 11 – 18 above)

19) HMIS-only questions:

- a. Is the HMIS section of the Governance Charter up-to-date and accurate? **(1 point)**
- b. Are the following plans in place:
 - i. Privacy Plan? **(1 point)**
 - ii. Security Plan? **(1 point)**
 - iii. Data Quality Plan? **(1 point)**
- c. How are these plans reviewed by the CoC and HMIS Lead regularly? **(3 points)**
- d. How much of the total HMIS budget (not including required match) is supported through non-CoC Program cash or in-kind sources? If less than 25%, describe efforts to increase funding from non-HUD sources. **(3 points)**
- e. What was the percentage of null or missing values for the Universal Data Elements for the 2016 Point-in-Time count? If greater than 10%, describe steps to support the CoC in reducing null or missing values. **(3 points)**
- f. Do the existing HMIS Policies and Procedures include adequate procedures to ensure valid program entry and exit dates are recorded in HMIS? **(3 points)**
- g. Were PIT results reported to HUD in HDX by the 2016 deadline? **(3 points)**
- h. Does the HMIS Lead support the CoC in collecting and reporting accurate and quality subpopulation data for the sheltered homeless during the PIT? **(3 points)**
- i. Does the HMIS Lead support methods to reduce double-counting of the unsheltered homeless during the PIT count? **(3 points)**
- j. What is the current overall bed coverage rate for the CoC? Briefly describe steps to support the CoC in increasing the rate. **(5 points)**
- k. How does the HMIS Lead respond to identified HMIS-related CoC project needs? (provide specific examples including how HMIS user satisfaction is evaluated) **(10 points)**
- l. How does the HMIS Lead respond to identified HMIS-related CoC system needs (specific examples)? **(10 points)**
- m. How is the HMIS Lead supporting the move toward measuring CoC system performance (specific examples)? **(10 points)**
- n. How is the HMIS Lead supporting non-HMIS agencies in the CoC with data collection and reporting needs? **(10 points)**